

**DIVISION OF WATER RESOURCES
KANSAS DEPARTMENT OF AGRICULTURE**

**INSTRUCTIONS
FOR COMPLETING APPLICATIONS FOR APPROVAL TO
CHANGE THE PLACE OF USE, THE POINT OF DIVERSION, OR
THE USE MADE OF THE WATER UNDER AN EXISTING WATER RIGHT**

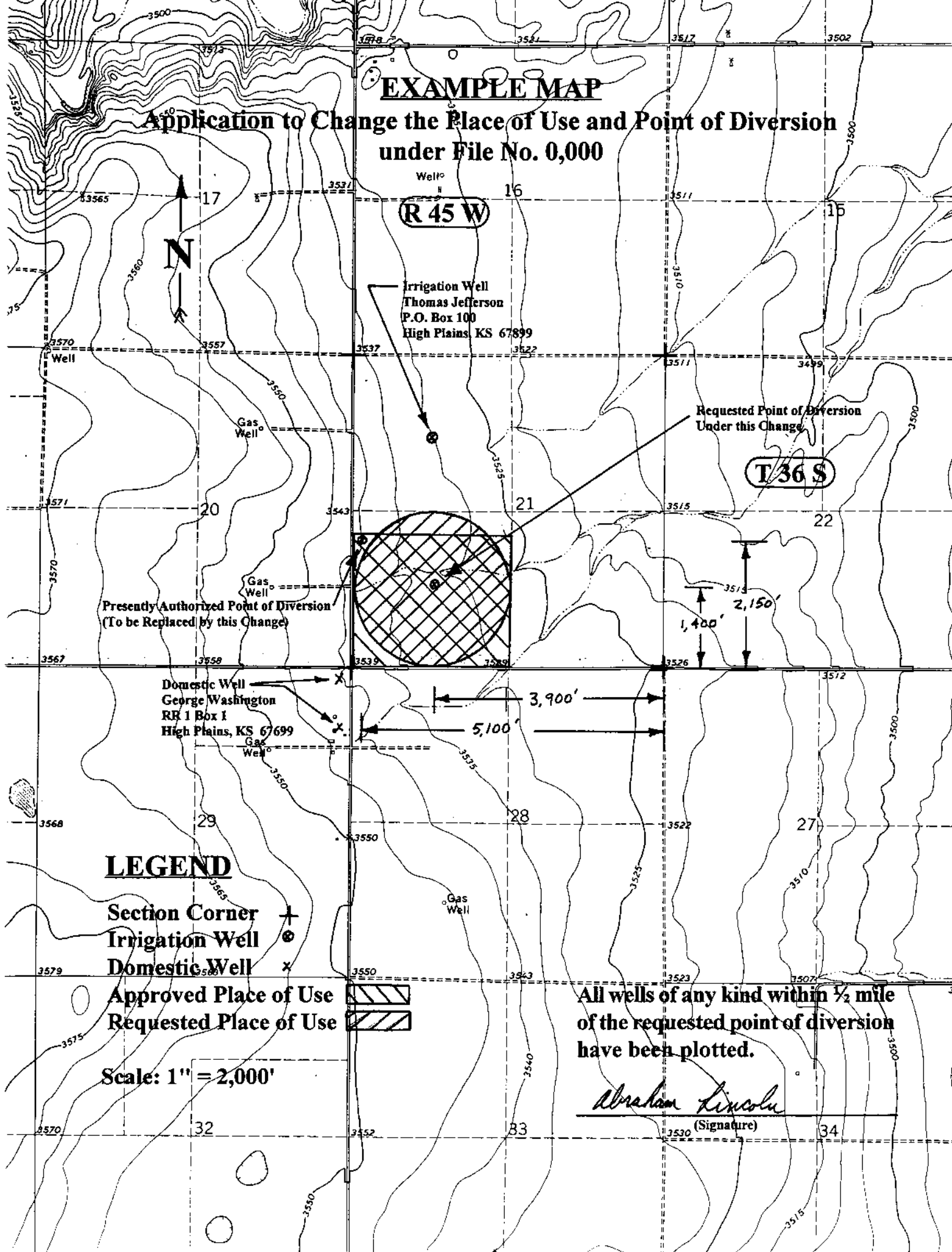
Following is a brief description of the information needed on the application for approval of the Chief Engineer to change the place of use, point of diversion, or the use made of water under an existing water right. When completing the application, please type or use black ink. Read all details on the application prior to filling out the form.

Identify the water right which is the subject of this application by supplying the file number in the proper area on the front page. Only one file number allowed per application.

1. The application must be made by the owners of all the land involved under both the present and proposed conditions. The names shall be those of actual titleholders of all the land. See the NOTE at the bottom of the back of the application.
2. Show the change or changes desired by placing a check mark in appropriate box or boxes.
3. If the water right is for irrigation use, give the name or names of the present landowner or owners, the mailing address or addresses, and the number of acres in each forty-acre tract that are presently included in the water right. A water conservation plan may be required.
4. The place of use where the water will be used must be shown by cross hatching the location of the property on the map. If the water right is for irrigation use, the place of use must be shown by giving a legal description showing the section, township, range and number of acres in each 40 acre tract. You should describe the area and crosshatch the location of the property on a map, of the scale indicated in the application. If an entity such as a city or rural water district is where water will be used, a description and explanation of all the places where the water goes will be needed, including other entities receiving water and the areas they supply, etc. A map of a larger scale showing the boundaries of the city and/or district must be provided. Immediate vicinity means within one-half (1/2) mile of the corporate limits of the entity. A water conservation plan may be required.
5. Give the legal description of the tract of land on which the well, pumping plant, or other diversion works are located. The description must include distances North and West from the Southeast corner of the section.
6. Give a brief description of the works for diversion of water and the completion date or proposed date. Show the locations on the map of the diversion works including meters or other measuring devices and pipeline to distribute the water.
7. Explain in detail the reason for the proposed change or changes. Describe past water table and streamflow trends for the source of supply and past water use history.
8. Furnish detailed information to show that the proposed change or changes relate or relates to the same local source of supply and will not impair existing water rights. A written explanation should accompany the test hole log, water level measurements, or other data to describe the situation.
9. A primary contact person should be shown on the front page as well as the water use correspondent. However, all owners must sign the application and all names and addresses must be clearly described.

EXAMPLE MAP

Application to Change the Place of Use and Point of Diversion under File No. 0,000



LEGEND

Section Corner +

Irrigation Well ⊗

Domestic Well ×

Approved Place of Use [Hatched Box]

Requested Place of Use [Cross-hatched Box]

Scale: 1" = 2,000'

All wells of any kind within $\frac{1}{2}$ mile
of the requested point of diversion
have been plotted.

Abraham Lincoln

(Signature)